

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.55  
(ID # 15411)

MEETING DATE:

Tuesday, June 29, 2021

**FROM:** PURCHASING AND FLEET SERVICES AND ASSESSOR-COUNTY CLERK-  
**RECORDER:**

**SUBJECT:** PURCHASING AND FLEET SERVICES AND ASSESSOR-COUNTY CLERK-  
RECORDER: Approve Amendment No. 5 to the Professional Services Agreement for Offsite Paper Records Storage Services with Storetrieve, LLC, without seeking competitive bids for one (1) year, All Districts. [Total cost \$500,000; up to \$50,000 in additional compensation, 100% County Department Budgets]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve Amendment No. 5 to the Professional Service Agreement with Storetrieve, LLC for Offsite Paper Records Storage Services without seeking competitive bids to increase the total aggregate contract amount by \$500,000 and extend the contract period for one (1) one additional year through June 30, 2022, and authorize the Chair of the Board to sign the Amendment on behalf of the County;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: (a) sign amendments that exercise the options of the agreement including modifications to the statement of work that stay within the intent of the Agreement; (b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total aggregate cost of the contract; and
3. Direct the Clerk of the Board to retain one (1) original copy of the executed Amendment and return two (2) original copies of the signed Amendment to the Purchasing and Fleet Services department.

**ACTION:** Policy

  
Tina Grande, Director of Purchasing and Fleet Services

6/17/2021

  
Kan Wang, Assistant Assessor-County-Clerk Recorder

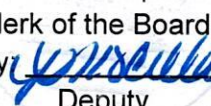
6/17/2021

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt  
Nays: None  
Absent: None  
Date: June 29, 2021  
xc: Purchasing, ACR

Kecia R. Harper  
Clerk of the Board  
By   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$0	\$500,000	\$500,000	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> 100% County Departments			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 21/22	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

County departments require storage facilities to house records and provide document destruction and transportation services per their required and approved retention schedules. Records retention schedules are set by Federal regulations, California Regulations, California Codes, and Best Practices, and must be reviewed and approved by County Counsel and the County Board of Supervisors. The use of private storage facilities allows county departments to save space, take advantage of economies of scale provided by large storage facilities, and limit risk from local catastrophes. The storage facilities must meet the proper requirements as outlined in Board Policy A-43. Offsite document storage complies with all governing regulations.

**Impact on Residents and Businesses**

Document storage, transport, and destruction services are necessary throughout the County in order to properly maintain the integrity of these documents for public, private, and county entities.

**Additional Fiscal Information**

Annual costs are dependent on department usage and fluctuate with document storage and destruction requirements. The estimated annual cost of \$500,000 is based on the trends for FY20/21.

**Contract History and Price Reasonableness**

The current document storage contract was awarded to Storetrieve, LLC on July 16, 2013, as approved by the Board on Agenda item 3-13. The Board of Supervisors approved the agreement for one year with the option to renew annually for up to four additional years through July 31, 2018.

Amendment No. 1 was signed by the Purchasing Agent Designee on August 27, 2015, adding climate control storage options, file retrieval, and refilling activities to the contract scope of work.

Amendment No. 2 was approved by the Board on January 23, 2018 on Agenda item 3.11, to extend the agreement's period of performance for one year through June 30, 2019, and increase the contract amount to allow Riverside University Health System (RUHS) to utilize the services.



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Amendment No. 3 was approved by the Board on August 27, 2019 on Agenda item 3.7, extending the period of performance for one year through June 30, 2020.



Amendment No. 4 was approved by the Board on June 30, 2020 on Agenda item 3.30 to extend the period of performance for one year through June 30, 2021 while Riverside County worked with San Bernardino County on a cooperative bid solicitation. San Bernardino County was the lead agency on Request for Proposal (RFP) # RFP-AGENCY20-PURC-3757 for Offsite Paper Records Storage Services. Based on the needs of each individual agency, Riverside County was unable to agree to the same terms and conditions set forth in the resulting contract award for services. With current paper documents currently being stored at Storetrieve LLC's facility, it is in the best interest of Riverside County to continue services with this vendor while a new RFP for offsite storage services is conducted.

Amendment No. 5 extends the period of performance for one year through June 30, 2022. All fees remain the same; there is no price increase on services provided at this time. RFP # RIVCO-97170-2021-RFP-0000301 is expected to be released at the beginning of FY21/22 with the anticipation of awarding by the end of the calendar year.

**ATTACHMENTS:**

**ATTACHMENT A: Amendment No. 5 to the Professional Service Agreement for Offsite Paper Records Storage Services between County of Riverside and Storetrieve, LLC**

**ATTACHMENT B: Single Source Justification document**

	
Meghan Hahn, Administrative Analyst	Gregory L. Priamos, Director County Counsel
6/21/2021	6/21/2021

FIFTH AMENDMENT TO THE  
PROFESSIONAL SERVICE AGREEMENT  
FOR OFFSITE PAPER RECORDS STORAGE SERVICES  
BETWEEN COUNTY OF RIVERSIDE  
AND  
STORETRIEVE, LLC

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Original Contract Term (as amended):	July 16, 2013 through June 30, 2021
Contract Term Extended To:	June 30, 2022
Effective Date of Amendment:	July 1, 2021
Original Annual Maximum Contract Amount:	\$950,000.00
Amended Annual Maximum Contract Amount:	\$500,000.00
Contract ID:	RIVCO-97170-001-06/21
Amended Contract ID:	RIVCO-97170-001-06/22

This Fifth Amendment to the Professional Service Agreement for Offsite Paper Records Storage Services (herein referred to as "Fifth Amendment") is entered into by and between STORETRIEVE, LLC, a Delaware limited liability (herein referred to as "CONTRACTOR"), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY"), sometimes collectively referred to as the "Parties".

WHEREAS, COUNTY and CONTRACTOR entered into that certain Professional Service Agreement for Offsite Paper Records Storage Services, effective July 16, 2013 (herein referred to as "Agreement"; and

WHEREAS, the Parties amended the Agreement a total of four (4) times to extend the term of the Agreement and to amend the Payment Provisions contained therein; and

WHEREAS, the Parties now desire to amend the Agreement for the fifth time to extend the term of the agreement for one (1) year through June 30, 2022.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

1. The above recitals are true and correct, and are incorporated herein by reference.
2. Section 2 – Period of Performance. Section 2 of the Agreement is hereby amended as follows: The term of this Agreement shall be extended for one (1) year through June 30, 2022.
3. Section 3 – COMPENSATION. Delete the second sentence of this section and replace with the following:

"Maximum payments by COUNTY to CONTRACTOR shall not exceed five-hundred thousand dollars (\$500,000)" annually including all expenses, for FY21/22".

4. Effective Date. This Fifth Amendment to the Agreement shall be effective July 1, 2021.
5. Contract ID. All references to "Contract ID: RIVCO-97170-001-06/21" shall be changed to "Contract ID: RIVCO-97170-001-06/22".



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6. Entire Understanding. The Fifth Amendment and the Agreement contain the entire understanding and agreement of the Parties. There are no oral or written representations, understanding, or ancillary covenants, undertaking or agreements that are not contained or expressly referred to within this Fifth Amendment and Agreement.
7. Further Assurances. The Parties agree to execute such other documents and to take such other actions as may be necessary to further the purpose of this Fifth Amendment.
8. Agreement in Full Force and Effect. Except as otherwise expressly modified herein, all other terms and conditions of the Agreement remain unmodified and in full force and effect.

**SIGNATURE PROVISIONS ON THE FOLLOWING PAGE**

FIFTH AMENDMENT TO THE  
PROFESSIONAL SERVICE AGREEMENT  
FOR OFFSITE PAPER RECORDS STORAGE SERVICES  
BETWEEN COUNTY OF RIVERSIDE  
AND  
STORETRIEVE, LLC

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IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Fifth Amendment.

COUNTY OF RIVERSIDE, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: 06.29.2021

STORETRIEVE, LLC, a Delaware  
limited liability

By: Douglas L. Mann  
Douglas L. Mann  
Chief Executive Officer

Dated: 6/15/21

ATTEST:

Kecia Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos  
County Counsel

By: [Signature]  
Ryan D. Yabko  
Deputy County Counsel



# Purchasing and Fleet Services

Central Mail \* Fleet Services \* Purchasing \* Supply/Surplus

**Tina Grande, Director**

Date: May 24, 2021

From: Vanessa Manuel, Procurement Services Manager

To: Board of Supervisors/Purchasing Agent

Via: Irene Maese, Procurement Contract Specialist

Subject: Single Source Procurement; Request for extension to the Professional Services Agreement for Offsite Paper Records Storage Services with Storetrieve, LLC

The below information is provided in support of my Department requesting approval for a sole or single source. *(Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole or single source.)*

**1. Supplier being requested:** Storetrieve LLC

**2. Vendor ID:** 97771

**3. ☒ Single Source ☐ Sole Source**

*(Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available)*

*(Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements)*

**4. Have you previously requested and received approval for a sole or single source request for this vendor for your department?** *(If yes, please provide the approved sole or single source number).*

☒ Yes

☐ No

SSJ# 21-016

**4a. Was the request approved for a different project?**

☐ Yes

☒ No

**5. Supply/Service being requested:**

*(If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law. All insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.)*

Offsite paper records storage facility and related logistical services that meet Facility Standards for Records Retention Storage requirements.

**6. Unique features of the supply/service being requested from this supplier.** *(If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting*



letter from the manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)

Storetrieve LLC currently provides secure offsite storage services for approximately 230,000 cubic feet of paper records for Riverside County. This vendor is currently the main provider of these services; no other service provider has the volume of records stored at their facility for Riverside County as Storetrieve LLC.

**7. Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:**

Amendment No. 4 to the current agreement with Storetrieve was approved by the Board of Supervisors on June 30, 2020 on Agenda item 3.30 to extend the period of performance for one year through June 30, 2021 while Riverside County worked with San Bernardino County on a cooperative bid solicitation. San Bernardino County was the lead agency on Request for Proposal (RFP) # RFP-AGENCY20-PURC-3757 for Offsite Paper Records Storage Services. Based on the needs of each individual agency, Riverside County was unable to agree to the same terms and conditions set forth in the resulting contract award for services. With current paper documents currently being stored at Storetrieve LLC's facility, it is in the best interest of Riverside County to continue services with this vendor while a new RFP for offsite storage services is conducted. RFP # RIVCO-97170-2021-RFP-0000301 is expected to be released at the beginning of FY21/22 with the anticipation of awarding by the end of the calendar year.

**8. Period of Performance:** From: 7/1/2021 to 6/30/2022 .

Is this an annually renewable contract? ☐ No ☒ Yes

Is this a fixed-term agreement: ☒ No ☐ Yes

*(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)*

**9. Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)**

Description:	FY21/22	Total
Ongoing Costs:		
Offsite paper records storage and related services	\$500,000	\$500,000

**10. Price Reasonableness:** *(Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)*

Storetrieve LLC has agreed to hold their current pricing for these services for an additional year to allow Riverside County time to prepare an RFP and competitively bid. Market research has



shown that Riverside County's rates are more competitive than those offered to San Bernardino County from the same vendor.

**11. Projected Board of Supervisor Date (if applicable):** 6/29/2021

*(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)*



Kan Wang Assistant ACR

6/15/2021

**Department Head Signature**  
(or designee)

**Print Name**

**Date**

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**The section below is to be completed by the Purchasing Agent or designee.**  
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Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Not to exceed:

☒ **One-time** \$ 502000

☐ **Annual Amount** \$ \_\_\_\_\_ / per fiscal year through \_\_\_\_\_ (date)  
*(If Annual Amount Varies each FY)*

FY \_\_\_\_\_ : \$ \_\_\_\_\_  
FY \_\_\_\_\_ : \$ \_\_\_\_\_  
FY \_\_\_\_\_ : \$ \_\_\_\_\_  
FY \_\_\_\_\_ : \$ \_\_\_\_\_  
FY \_\_\_\_\_ : \$ \_\_\_\_\_



Purchasing Agent

6/7/2021

Date

22-009

Approval Number

(Reference on Purchasing Documents)